

NOTICE

TO ALL INTERESTED PARTIES. PLEASE BE ADVISED THAT THE CITY OF EAST ORANGE (HEREAFTER "CITY"), A MUNICIPAL CORPORATION OF THE STATE OF NEW JERSEY, WILL BE ACCEPTING QUALIFICATION STATEMENTS IN RESPONSE TO REQUESTS FOR QUALIFICATIONS FOR THE FOLLOWING LEGAL SERVICES:

SPECIAL LABOR COUNSEL SERVICES: THE CITY IS SEEKING QUALIFIED SPECIAL LEGAL COUNSEL TO REPRESENT THE CITY IN PUBLIC SECTOR LABOR MATTERS. SAID SERVICES SHALL BE PROVIDED SUBJECT TO THE DIRECTION AND SUPERVISION OF THE CITY'S OFFICE OF CORPORATION COUNSEL.

QUALIFICATION STATEMENTS MUST BE RECEIVED BY THE CITY NO LATER THAN 1:00 P.M. ON WEDNESDAY, NOVEMBER 30, 2016, AND MUST BE MAILED OR HAND-DELIVERED TO THE EAST ORANGE DIVISION OF PROCUREMENT, ATTENTION LISA L. JACKSON, 44 CITY HALL PLAZA, EAST ORANGE, NEW JERSEY 07018. QUALIFICATION STATEMENTS FORWARDED BY FACSIMILE OR EMAIL TRANSMISSIONS WILL NOT BE ACCEPTED. QUALIFICATIONS SENT EITHER BY MAIL OR COURIER SERVICE MUST BE RECEIVED BY THE DIVISION OF PROCUREMENT NO LATER THAN 1:00 P.M. ON WEDNESDAY, NOVEMBER 30, 2016. THE CITY SHALL NOT BE RESPONSIBLE FOR THE LOSS, NON-DELIVERY, OR PHYSICAL CONDITION OF QUALIFICATION STATEMENTS SENT BY MAIL OR COURIER SERVICE. QUALIFICATION STATEMENTS MUST BE SUBMITTED INDIVIDUALLY IN A SEALED ENVELOPE.

DETAILED REQUEST FOR QUALIFICATIONS ARE ON FILE AT THE DIVISION OF PROCUREMENT, CITY HALL, 1st FLOOR. BETWEEN THE HOURS OF 9:30 AM – 4:00 PM, MONDAY THROUGH FRIDAY OR CAN BE DOWNLOADED FROM THE CITY OF EAST ORANGE'S WEBSITE www.eastorange-nj.gov. IF PICKED UP ON SITE, THERE WILL BE A NON-REFUNDABLE COST OF \$25.00 PER RFQ PACKET TO COVER THE COST OF PRINTING AND ADMINISTRATIVE EXPENSES. CHECKS ARE TO BE MADE PAYABLE TO THE CITY OF EAST ORANGE.

QUALIFICATION STATEMENTS ARE BEING SOLICITED THROUGH A FAIR AND OPEN PROCESS IN ACCORDANCE WITH THE PAY-TO-PLAY LAW, N.J.S.A. 19:44A-20.4 ET SEQ., AND MUNICIPAL ORDINANCE OF THE CITY OF EAST ORANGE.

QUALIFIED RESPONDENTS WILL BE APPROVED BY RESOLUTION OF THE EAST ORANGE CITY COUNCIL.



CITY OF EAST ORANGE

REQUEST FOR QUALIFICATIONS FOR SPECIAL LABOR COUNSEL SERVICES

**CITY OF EAST ORANGE
ONE YEAR CONTRACT PERIOD**

SUBMISSION DEADLINE

1:00 P.M.

WEDNESDAY, NOVEMBER 30, 2016

ADDRESS ALL QUALIFICATION STATEMENTS TO:

**Lisa L. Jackson
Purchasing Agent
The City of East Orange
44 City Hall Plaza
East Orange, New Jersey 07018
(973) 266-5162**

GENERAL INFORMATION & SUMMARY

ORGANIZATION REQUESTING PROPOSAL

The City of East Orange
44 City Hall Plaza
East Orange, New Jersey 07018

CONTACT PERSON

Lisa L. Jackson
Purchasing Agent
The City of East Orange
44 City Hall Plaza
East Orange, New Jersey 07018
(973) 266-5162

PURPOSE OF REQUEST

The City of East Orange (hereafter the “City”) is requesting qualifications statements from qualified individuals and firms to provide legal representation in the area of Public Sector Labor Matters on a specialized nature to the City. Qualification Statements will be evaluated in accordance with the criteria set forth in this Request for Qualifications (RFQ).

One or more individuals/firms may be selected to provide services. If selected, the East Orange City Council will approve a resolution awarding a contract to the individual/firm which shall be based on an hourly rate of One Hundred and Twenty-Five Dollars (\$ 125.00) for Partners/Counsel, Ninety-Five Dollars (\$ 95.00) for Associates and Fifty Dollars (\$50.00) for Paralegals for a total contract amount not to exceed One Hundred Thousand Dollars (\$ 100,000.00).

PERIOD OF CONTRACT

The Contract shall be for a period of one (1) year.

FORM AS TO SELECTION

If selected to provide services, the successful Respondent shall be awarded a Contract by the City Council, which includes term, amount, indemnification, insurance, termination and licensing provisions.

It is also agreed and understood that the execution of the Contract and the acceptance of the representation shall be considered a release in full of all claims against the City arising out of, or by reason of, the work done and materials furnished under this award.

DETAILED REQUIREMENTS OF THE REQUEST FOR QUALIFICATIONS FOR SPECIAL LABOR COUNSEL SERVICES

GLOSSARY

The following definitions shall apply to and are used in this Request for Qualifications (RFQ):

"City" - refers to the City of East Orange.

"Qualification Statement" - refers to the complete responses to this RFQ submitted by the Respondents.

"Qualified Respondent" - refers to those Respondents who (in the sole judgment of the City) have satisfied the qualification criteria set forth in this RFQ.

"RFQ" - refers to this Request for Qualifications, including any amendments thereof or supplements thereto.

"Respondent" or "Respondents" - refers to the interested persons and/or firm(s) that submit a Qualification Statement.

SECTION 1

INTRODUCTION AND GENERAL INFORMATION

1.1. Introduction and Purpose.

The City is soliciting Qualification Statements from interested persons and/or firms for the provision of professional services, as more particularly described herein. Through a Request for Qualification process described herein, persons and/or firms interested in assisting the City with the provision of such services must prepare and submit a Qualification Statement in accordance with the procedure and schedule in this RFQ. The City will review Qualification Statements only from those persons and/or firms that submit a Qualification Statement which includes all the information required to be included as described herein (in the sole judgment of the City).

The City intends to qualify person(s) and/or firm(s) that (a) possesses the professional, financial and administrative capabilities to provide the proposed services, and (b) will agree to work under the compensation terms and conditions determined by the City to provide the greatest benefit to the taxpayers of the City.

1.2. Procurement Process and Schedule.

The selection is in accordance with the "New Jersey Local Unit Pay-to-Play" Law and municipal ordinances establishing the "pay-to-play" criteria. The City has structured a

procurement process that seeks to obtain the desired results described above, while establishing a competitive fair and open process to assure that each person and/or firm is provided an equal opportunity to submit a Qualification Statement in response to the RFQ. Qualification Statements will be evaluated in accordance with the criteria set forth in Section 2 of this RFQ, which will be applied in the same manner to each Qualification Statement received.

Qualification Statements will be reviewed and evaluated by the City's Corporation Counsel (or his designee). The Qualification Statements will be reviewed to determine if the Respondent has met the minimum professional, administrative and financial areas described in this RFQ. Based upon the totality of the information contained in the Qualification Statement, including information about the reputation and experience of each Respondent, Corporation Counsel and Purchasing Agent will determine which Respondents are qualified (professionally, administratively and financially).

The RFQ process commences with the issuance of this RFQ. The steps involved in the process and the anticipated completion dates are set forth in Table 1, Procurement Schedule. The City reserves the right to, among other things, amend, modify or alter the Procurement Schedule upon notice to potential Respondents.

All communications concerning this RFQ or the RFQ process shall be directed to the City's Designated Contact Person, in writing.

Qualification Statements must be submitted to, and be received by the Division of Procurement, via mail or hand delivery, by 1:00 P.M. on WEDNESDAY, NOVEMBER 30, 2016. Qualification Statements will not be accepted by facsimile or e-mail transmissions.

Subsequent to issuance of this RFQ, the City (through the issuance of addenda to all persons and/or firms that have received a copy of the RFQ) may modify, supplement or amend the provisions of this RFQ in order to respond to inquiries received from prospective Respondents or as otherwise deemed necessary or appropriate by (and in the sole judgment of) the City.

TABLE 1

ANTICIPATED PROCUREMENT SCHEDULE

ACTIVITY DATE

1. Issuance of Request for Qualifications: Monday, November 14, 2016.
2. Receipt of Qualification Statements: Wednesday, November 30, 2016.

1.3. Conditions Applicable to RFQ.

Upon submission of a Qualification Statement in response to this RFQ, the Respondent acknowledges and consents to the following conditions relative to the submission and review and consideration of its Qualification Statement:

- * This document is an RFQ and does not constitute a Request for Proposals (RFP).
- * This RFQ does not commit the City to issue an RFP.
- * All costs incurred by the Respondent in connection with responding to this RFQ shall be borne solely by the Respondent.
- * The City reserves the right (in its sole judgment) to reject for any reason any and all responses and components thereof and to eliminate any and all Respondents responding to this RFQ from further consideration for this procurement.
- * The City reserves the right (in its sole judgment) to reject any Respondent that submits incomplete responses to this RFQ, or a Qualification Statement that is not responsive to the requirements of this RFQ.
- * The City reserves the right, without prior notice, to supplement, amend, or otherwise modify this RFQ, or otherwise request additional information.
- * All Qualification Statements shall become the property of the City and will not be returned.
- * All Qualification Statements will be made available to the public at the appropriate time, as determined by the City (in the exercise of its sole discretion) in accordance with law.

- * The City may request Respondents to send representatives to the City for interviews.
- * Any and all Qualification Statements not received by the City's Division of Procurement by 1:00 P.M. on Wednesday, November 30, 2016 will be rejected.
- * Neither the City, nor its officers, officials or employees shall be liable for any claims or damages resulting from the solicitation or preparation of the Qualification Statement, nor will there be any reimbursement to Respondents for the cost of preparing and submitting a Qualification Statement or for participating in this procurement process.

1.4. Rights of City.

The City reserves, holds and may exercise, at its sole discretion, the following rights and options with regard to this RFQ and the procurement process in accordance with the provisions of applicable law:

- * To determine that any Qualification Statement received complies or fails to comply with the terms of this RFQ.
- * To supplement, amend or otherwise modify the RFQ through issuance of addenda to all prospective Respondents who have received a copy of this RFQ.
- * To waive any technical non-conformance with the terms of this RFQ.
- * To change or alter the schedule for any events called for in this RFQ upon the issuance of notice to all prospective Respondents who have received a copy of this RFQ.
- * To conduct investigations of any or all of the Respondents, as the City deems necessary or convenient, to clarify the information provided as part of the Qualification Statement and to request additional information to support the information included in any Qualification Statement.
- * To suspend or terminate the procurement process described in this RFQ at any time (in its sole discretion.) If terminated, the City may determine to commence a new procurement process or exercise any other rights provided under applicable law without any obligation to the Respondents.
- * The City shall be under no obligation to complete all or any portion of the procurement process described in this RFQ.

1.5. Addenda or Amendments to RFQ.

During the period provided for the preparation of responses to the RFQ, the City may issue addenda, amendments or answers to written inquiries. Those addenda will be noticed by the City and will constitute a part of the RFQ. All responses to the RFQ shall be prepared with full consideration of the addenda issued prior to the Qualification Statement submission date.

1.6. Cost of Qualification Statement Preparation.

Each Qualification Statement and all information required to be submitted pursuant to the RFQ shall be prepared at the sole cost and expense of the Respondent. There shall be no claims whatsoever against the City, its officers, officials or employees for reimbursement for the payment of costs or expenses incurred in the preparation of the Qualification Statement or other information required by the RFQ.

1.7. Qualification Statement Format.

Qualification Statements must cover all information requested in this RFQ. Qualification Statements which in the judgment of the City fail to meet the requirements of the RFQ or which are in any way conditional, incomplete, obscure, contain additions or deletions from requested information, or contain errors may be rejected.

SECTION 2

SCOPE OF SERVICES

The City of East Orange is requesting Qualifications Statements for Special Labor Counsel Services.

The City of East Orange frequently requires outside counsel for matters relating to public sector labor and employment issues in the City; including, but not limited to:

1. Court appearances, arbitrations, conferences, negotiations, meetings, research, investigations, correspondence, and other related work; and
2. Representation of the City in the negotiation and preparation of collective bargaining agreements with the various bargaining units; and

3. Serving as labor specialist for the City with respect to the interpretation and/or enforcement of terms, conditions, and covenants of the collective bargaining agreements to which the City is a party; and
4. Rendering any other ancillary service requested by the City including, but not limited to, representation of the City in any employee disciplinary matter or employment law matter, or with respect to any other area of public sector labor or employment law as otherwise requested by the Office of Corporation Counsel.

It is the intent of the City to solicit Qualification Statements from Respondents that have expertise in the provision of professional legal services as described below and as set forth in the attached Notice of Solicitation for Responses. Respondents must demonstrate that they will have the continuing capabilities to perform these services.

The Office of Corporation Counsel of the City of East Orange is seeking Special Labor Counsel Services. Counsel will, on an “as needed” basis, be assigned and required to provide representation in all aspects of public sector labor and employment law. The subject matter of such representation shall be under the direction and supervision of the City’s Office of Corporation Counsel.

Counsel may be called upon to attend meetings of the governing body, meetings with other municipal officials, litigate matters and otherwise take appropriate legal action in an individual forum or before boards, commissions or agencies.

Counsel may also be called upon to provide other types of legal services of a specialized nature as deemed necessary by the City’s Office of Corporation Counsel.

SECTION 3

SUBMISSION REQUIREMENTS

3.1. General Requirements.

The Qualification Statement submitted by the Respondent must meet or exceed the professional, administrative and financial qualifications set forth in this Section 3 and shall incorporate the information requested below.

In addition to the information required as described below, a Respondent may submit supplemental information that it feels may be useful in evaluating its Qualification Statement. Respondents are encouraged to be clear, factual, and concise in their presentation of information.

3.2. Administrative Information Requirements.

The Respondent shall, as part of its Qualification Statement, provide the following information:

1. An executive summary (not to exceed two (2) pages) of the information contained in all the other parts of the Qualification Statement.
2. An executed Letter of Qualification.
3. Name, address and telephone number of the Respondent submitting a Qualification Statement pursuant to this RFQ, and the name of the key contact person.
4. A description of the business organization (i.e., corporation, partnership, joint venture, etc.) of each Respondent, its ownership and its organizational structure.
 - (a) Provide the names and business addresses of all Principals of the Respondent submitting the Qualification Statement. For purposes of this RFQ, "Principals" means persons possessing an ownership interest in the Respondent. If the Respondent is a corporation, "Principals" shall include each investor who has any operational control over the Respondent, and every stockholder having an ownership interest of 10% or more in the firm.
 - (b) If a Respondent is a partially owned or a fully-owned subsidiary of another firm, identify the parent company and describe the nature and extent of the parents' approval rights over the activities of the Respondent submitting a Qualification Statement. Describe the approval process.
 - (c) If the Respondent is a partnership or a joint venture or similar organization, provide comparable information as required in (b) above for each member of the partnership, joint venture or similar organization.
 - (d) A statement that the Respondent has complied with all applicable affirmative action (or similar) requirements with respect to its business activities, together with evidence of such compliance.
5. The number of years Respondent has been in business under the present name.
6. The number of years Respondent has been under the current management.
7. Any judgments within the last three (3) years in which Respondent has been adjudicated liable for professional malpractice. If yes, please explain.
8. Whether the Respondent is now or has been involved in any bankruptcy or reorganization proceedings in the last ten (10) years. If yes, please explain.
9. Confirm appropriate federal and state licenses to perform activities.
10. An executed letter of intent.

3.3. Professional Information Requirements.

- a. Respondent shall submit a description of its overall experience in providing the type of services sought in the RFQ. At a minimum, the following information on past experience should be included as appropriate to the RFQ:
 1. Description and scope of work by Respondent.
 2. Name, address and contact information of references.
 3. Explanation of perceived relevance of the experience to the RFQ.
- b. Brief description of Respondent's relevant clients including municipal government clients during the last three (3) years.
- c. Resumes of key employees.
- d. Names and resumes of attorneys who will be assigned to provide legal services to the City.
- e. A narrative statement of the Respondent's understanding of the City's needs and goals.
- f. List all immediate relatives of Principal(s) of Respondent who are City employees or elected officials of the City. For purposes of the above, "immediate relative" means a spouse, parent, stepparent, brother, sister, child, stepchild, direct-line aunt or uncle, grandparent, grandchild and in-laws.
- g. Limits of Malpractice insurance coverage.
- h. A listing of all other engagements where services of the types being proposed were provided in the past five (5) years. This should include other municipal governments and other levels of government. Contact information for the recipients of the similar services must be provided. The City may obtain references from any of the parties listed.
- i. Respondents must demonstrate a proven record of litigation experience in either the Superior Court of New Jersey (including the Appellate Division), or the United States District Court for the District of New Jersey.
- j. Respondents must list all cases where they represented the City or in which they sued the City or in which they represented a client that sued the City within the last five years.

SECTION 4

INSTRUCTIONS TO RESPONDENTS

Submission of Qualification Statements.

Respondents must submit an original and four (4) copies of their Qualification Statement to the Designated Contact Person:

Qualification Statements must be received by the City no later than 1:00 P.M. Wednesday, November 30, 2016, and must be mailed or hand-delivered. Qualification Statements forwarded by facsimile or e-mail will not be accepted.

To be responsive, Qualification Statements must provide all requested information, and must be in strict conformance with the instructions set forth herein. Qualification Statements and all related information must be bound, and signed and acknowledged by the Respondent.

SECTION 5

EVALUATION

The City's objective in soliciting Qualification Statements is to enable it to select a Respondent that will provide high quality and cost effective services to the citizens of East Orange. The City will consider Qualification Statements only from Respondents that, in the City's sole judgment, have demonstrated the capability and willingness to provide high quality services to the citizens of the City in the manner described in this RFQ.

Qualification statements will be evaluated by the City on the basis of which is the most advantageous, experience and other factors considered. The evaluation will consider:

1. Experience and reputation in the field; and
2. Knowledge of New Jersey municipal corporations; and
3. Familiarity and knowledge of the subject matter to be addressed under this engagement; and
4. Pertinent government experience; and
5. Relevance and extent of similar engagements performed; and
6. Other factors demonstrated to be in the best interest of the City.

The City will select the most advantageous Qualification Statements based on all of the evaluation factors set forth in this RFQ. The City will make the award(s) that is in the best interest of the City.

Each Qualification Statement must satisfy the objectives and requirements detailed in this RFQ except as otherwise stated. Successful Respondents shall be determined by an evaluation of the total content of the Qualification Statement submitted. The City reserves the right to not select any of the Qualification Statements;

The City shall not be obligated to explain the results of the evaluation process to any Respondent.

SECTION 6

GENERAL TERMS AND CONDITIONS

1. The City reserves the right to reject any or all Qualification Statements, if necessary, or to waive any informalities in the Qualification Statements, and, unless otherwise specified by the Respondent, to accept any item, items or services in the Qualification statement should it be deemed in the best interest of the City to do so.
2. Each Qualification Statement must be signed by the person authorized to do so.

3. Qualification Statements may be hand delivered or mailed consistent with the provisions of the legal notice to Respondents. In the case of mailed Qualification Statements, the City assumes no responsibility for Qualification Statements received after the designated date and time and will return late Qualification Statements unopened. Qualification Statements will not be accepted by facsimile or e-mail.
4. In accordance with Affirmative Action Law, P.L. 1975/ c.127 (N.J.A.C. 17:27) with implementation of July 10, 1978, successful Respondents must agree to submit individual employer certifications and numbers or complete Affirmative Action employee information report (form AA-302). Also, during the period of engagement, the contractor agrees as follows: (a) The contractor or subcontractor where applicable, will not discriminate against any employee because of age, race, creed, color, national origin, ancestry, marital status or affectional or sexual orientation. The contractor will take affirmative action to ensure that such applicants are recruited and employed and that employees are treated during employment, without regard to their age, race, creed, color, national origin, ancestry, marital status, sex or handicap. Such action shall include, but not be limited to the following: employment, upgrading, demotion or transfer, recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and section for training, including apprenticeship. The contractor agrees to post in conspicuous places, available to employees and applicants for employment, notice to be provided by the Public Agency Compliance Officer setting forth provisions of this nondiscrimination clause: (b) the contractor or subcontractor, where applicable, will in all solicitations or advertisements for employees placed by or on behalf of the contractor, state that all qualified applicants will receive consideration for employment without regard to age, race, creed, color, national origin, ancestry, marital status, sex or handicap; (c) the contractor or subcontractor, where applicable, will send to each labor union or representative or workers with which it has a collective bargaining agreement or other contract or understanding, a notice, to be provided by the agency contracting officer advising the labor union or worker's representative of the contractor's commitments under this act and shall post copies of the notice; (d) the contractor or subcontractor, where applicable, agrees to comply with any regulations promulgated by the treasurer pursuant to the P.L. 1975, c.127, as amended and supplemented from time to time.
5. No Respondent shall influence, or attempt to influence, or cause to be influenced, any City officer or employee to use his/her official capacity in any manner which might tend to impair the objectivity or independence of judgment of said officer or employee.
6. No Respondent shall cause or influence, or attempt to cause or influence, any City officer or employee to use his/her official capacity to secure unwarranted privileges or advantages for the proposer or any other person.
7. Should any difference arise between the contracting parties as to the meaning or intent of these instructions or specifications, the City's Corporation Counsel's decision shall be final and conclusive.
8. The City shall not be responsible for any expenditure of monies or other expenses incurred by the Respondent in making its proposal.

END OF GENERAL INSTRUCTIONS

LETTER OF INTENT

(Note: To be typed on Respondent's Letterhead. No Modifications may be made to this letter).

[insert date]

Lisa L. Jackson,
Purchasing Agent,
Division of Procurement,
City of East Orange
44 City Hall Plaza
East Orange, New Jersey 07018

**RE: Request for Qualifications
Special Labor Counsel Services**

Dear Ms. Jackson:

The undersigned as Respondent, has (have) submitted the attached Qualification Statement in response to a Request for Qualifications (RFQ), issued by the City of East Orange (hereafter "City"), dated November ____, 2016, in connection with the City's need for [insert services].

Name of Respondent HEREBY STATES

1. The Qualification Statement contains accurate, factual and complete information.
2. **(Name of Respondent)** agrees (agree) to participate in good faith in the procurement process as described in the RFQ and to adhere to the City's procurement schedule.
3. **(Name of Respondent)** acknowledges (acknowledge) that all costs incurred by it (them) in connection with the preparation and submission of the Qualification Statement and any proposal prepared and submitted in response to the RFQ, or any negotiation which results therefrom shall be borne exclusively by the Respondent.
4. **(Name of Respondent)** hereby declares (declare) that the only persons participating in this Qualification Statement as Principals are named herein and that no person other than those herein mentioned has any participation in this Qualification Statement or in any contract to be entered into with respect thereto. Additional persons may subsequently be included as participating Principals, but only if acceptable to the City.
5. **(Name of Respondent)** declares that this Qualification Statement is made without connection with any other person, firm or parties who has submitted a Qualification Statement, except as expressly set forth below and that it has been prepared and has been submitted in good faith and without collusion or fraud.
6. **(Name of Respondent)** acknowledges and agrees that the City may modify, amend, suspend and/or terminate the procurement process (in its sole judgment). In any case, the

City shall not have any liability to the Respondent for any costs incurred by the Respondent with respect to the procurement activities described in this RFQ.

7. **(Name of Respondent)** acknowledges that any letter of engagement executed with respect to the provision of [insert services] must comply with all applicable affirmative action and similar laws. Respondent hereby agrees to take actions as are required in order to comply with such applicable laws.

(Respondent shall sign and complete the space provided below. If a joint venture, appropriate officers of each company shall sign.)

(Signature of Chief Executive Officer)

(Typed Name and Title)

(Typed Name of Firm*)

Dated:

* If joint venture, partnership or other formal organization is submitting a qualification statement, each participant shall execute this Letter of Intent.

LETTER OF QUALIFICATION

(Note: To be typed on Respondent's Letterhead. No Modifications may be made to this letter).

[insert date]

Lisa L. Jackson,
Purchasing Agent,
Division of Procurement,
City of East Orange
44 City Hall Plaza
East Orange, New Jersey 07018

**RE: Request for Qualifications
Special Labor Counsel Services**

Dear Ms. Jackson:

The undersigned have reviewed the Qualification Statement submitted in response to the Request for Qualifications (RFQ) issued by the City of East Orange, dated November ____, 2016, in connection with the City's need for [insert services].

We affirm that the contents of our Qualification Statement (which Qualification Statement is incorporated herein by reference) are accurate, factual and complete to the best of our knowledge and belief and that the Qualification Statement is submitted in good faith upon express understanding that any false statement may result in the disqualification of (**Name of Respondent**).

(Respondent shall sign and complete the spaces provided below. If a joint venture, appropriate officers of each company shall sign.)

(Signature of Chief
Executive Officer)

(Signature of Chief
Financial Officer)

(Typed Name and Title)

(Typed Name and Title)

(Typed Name of Firm*)

(Typed Name of Firm*)

Dated:_____

Dated:_____

* If joint venture, partnership or other formal organization is submitting a qualification statement, each participant shall execute this Letter of Qualification.